

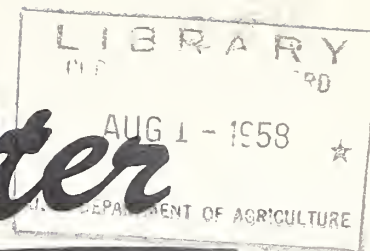
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Newsletter



GRADUATE SCHOOL ★ USDA

July 31, 1957

To the Faculty, Committee Members and
others associated with the Graduate School:

The cover is an eye-catching red.

The contents reflect the changes that are taking place in the
Government and the world about us.

We are speaking, of course, of the Graduate School catalog for
1957-58. We hope you will take time to look through it and keep it handy
for future reference. Here is a list of courses to be given for the first
time this fall and the page in the catalog where each is described.

Recent Advances in Entomology.....	16
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Communications Review for Executives.....	26
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Elements of Statistical Methods.....	41
Office Aids and Basic Office Practices.....	45
The Atom and Its Nucleus.....	50
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This is to say welcome to more than 50 people whose names have been added to the Graduate School roster during the past few months. They are:

In Languages and Literature: David M. Granahan, Kathryne B. Kozak, Kenneth K. Krogh, Lionel Nelson, Patrick O'Sullivan, Paul E. Clark, and Jules Renaud.

In Mathematics and Statistics: Richard P. Bartlett, Jr., Walter R. Harvey, Walt R. Simmons, Joseph L. Stearn, Glenn W. Suter, and Loring Wood.

In Office Techniques: O. A. Fuller, Enid C. Green, Joseph F. Green, Jr., Max P. Reid, and Henry C. Starns.

In Physical Sciences: James M. Beall, Kenneth S. Colmen, William N. Ellis, Joseph Hilsenrath, William H. Klein, and Donald P. Springer.

In Public Administration: Truman G. Benedict, Manlio F. DeAngelis, Edmund D. Dwyer, Clare Hendree, Henry G. Herrell, James A. Lambie, and James H. Stover.

In Social Sciences: Joseph F. Green, Jr., Bernard L. Horecker, Orlin J. Scoville, Arthur E. Way, and Emanuel Wolf.

In Technology: Robert T. Bergmann, Henry M. Dombrowski, Howard B. Dominick, Otto Gutenson, Albert H. Helvestine, Albert W. Matthews, Albert R. Merritt, Fred Schulman, and William E. Weir.

National Institutes of Health: Charlotte C. Campbell, Louis A. Cohen, Robert De Mars, Gary Felsenfeld, Robert B. Livingston, and William R. Nes.

Layne R. Beatty is a new member of the Committee on Information. John W. Vaughan is a new member of the Committee on Internal Audit. Seth Jackson has joined the group of teachers who give work by correspondence.

* * * * *

What they are doing now has priority over where they went to college in the selection of our faculty and committee members. Even so, we draw on many first-rate colleges and universities for our staff.

For instance, the new people on our roster this year come from 29 institutions. Of these 13 are Land-Grant colleges. The list includes three local schools -- American, George Washington, and Georgetown University; V.P.I. and Maryland; eight other Eastern schools -- Boston University, M.I.T., Harvard, C.C.N.Y., Cornell, Syracuse, New Jersey State Teachers College, and Gettysburg; two Southeastern schools -- Clemson and the University of Tennessee; seven Mid-western schools -- the University of Cincinnati, Michigan State, Illinois, Iowa State, the University of Iowa, Kansas State, and the Minneapolis School of Art; five Western institutions -- Oklahoma University, Idaho, Utah State, California School of Technology, and Stanford.

In addition, the University of Hawaii and the Art School at Fontainebleau in France are represented by graduates on our faculty.

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Two of our colleagues in the Graduate School hold key posts in the executive development program being launched by the Brookings Institution under a grant from the Ford Foundation. William T. McDonald, has been granted a leave of absence by the Civil Service Commission to direct the new program. Carl F. Stover is transferring from Agriculture to serve as research associate in planning the series of conferences to be held over the next two years.

Five or six conferences of two weeks or longer will be held at locations in and outside of Washington for career executives in Government in the grades of GS 16 to 18.

The program is designed to help executives deal with their problems and to prepare them for wider responsibilities. It is also designed to encourage the Government to initiate executive development programs of its own.

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"Bureaucrats Told: Be Brief and Shun Cliches" was the head on a front page story in the NEW YORK TIMES, June 24, that told of the campaign by the National Archives to improve government letter writing. The picture, with the story, showed Miss Kay Pearson in a workshop at the Bureau of Customs. "The soft-spoken native of Alabama," as Jay Walz of the TIMES described Miss Pearson, has been a member of the GRADUATE SCHOOL faculty since 1949. She is co-teacher with Ernest T. Spiekerman of the course, "Writing Procedures and Instructions."

In the Archives campaign, Miss Pearson and her colleagues are moving from bureau to bureau to hold workshops for people who write official correspondence.

An editorial in the TIMES, June 25, pointed out that in 1916, the Federal government spent about \$760 million. Now it spends about a billion dollars a year, on letters alone, at the rate of one dollar a letter. There has never been a thousand consecutive words of mortal type or script, since Gutenberg's day that might have been as short, that have been as short, simple, and strong, as they might have been."

Along with the editorial writer of the TIMES, we wish Miss Pearson and her colleagues in this campaign, luck.

* * * * *

A compliment we want to share with all of you who helped the School earn it comes from Donald M. Urner, who was recently awarded a certified statement of accomplishment in advanced management.

"This course has been informative and interesting," he wrote. "As a former college dean and university professor, I am glad to report that the calibre of teaching technique and course content has been high."

* * * * *

If you travel abroad, the chances are good that one of the first people you see when you come home will be a former student of the Graduate School. The Plant Quarantine inspectors, who meet both boats and planes, receive their basic training in a special program, which we evaluated when it was begun, and for which the Graduate School gives credit.

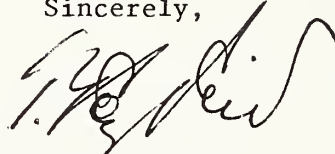
Registrar Constance G. Coblenz, who visited the training center for this work in the Federal Building at 641 Washington St., New York, N. Y., last month, was much impressed by the work that is being done there. Two courses were in progress -- "Basic Training for Plant Quarantine Inspectors," with classes each afternoon from 1 to 5 o'clock; and "Plant Quarantine and Plant Protection," from 9:30 to 4:30 daily. The first was held from April 8 to July 6, the second from May 1 to July 31. A third course, "Plant Quarantine Nematology," had been given from May 6 to May 24.

Since this second course is given to foreign nationals, in plant protection work in their own countries, the chances are good that you'll be running into former students of the Graduate School when you go abroad as well as when you get home.

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Twenty-two years ago, when M. C. Merrill taught the popular courses in editing that he inaugurated in the Graduate School, he persuaded Norma Hughes, his secretary, to serve as his assistant in the classes. After he retired, Miss Hughes continued as assistant, first to Roy Miller and now to Harry Mileham, who is now in charge of the editing classes. This long service has given her wide acquaintance with editors in the Government. On August 30, Miss Hughes will retire from Agriculture after 38 years of service. She has taken passage on a freighter for a trip around the world. When she returns, she will continue to make her home in Washington.

Sincerely,

A handwritten signature in dark ink, appearing to read "T. Roy Reid", with a stylized flourish extending from the end.

T. Roy Reid
Director